

U.S. DEPARTMENT OF LABOR
Bureau of International Labor Affairs

Notice of Availability of Funds and Funding Opportunity Announcement for Country Projects to Promote Workplace-Based Training for Vulnerable Youth in Argentina, Costa Rica, and Kenya

Announcement Type: Initial

Funding Opportunity Number: FOA-ILAB-16-04

Catalog of Federal Domestic Assistance (CFDA) Number: 17.401

Key Dates: The closing date for receipt of applications under this announcement is July 18, 2016. Applications must be received no later than 4:00:00 p.m. Eastern Time.

All technical questions related to the content of this Funding Opportunity Announcement (FOA) must be submitted no later than 10 business days prior to the close date of the FOA.

Addresses: Mail applications to the following address.

The U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Elizabeth Whittington, Grant Officer
Reference FOA-ILAB-16-04
200 Constitution Avenue, NW, Room N-4673
Washington, DC 20210

For complete application and submission information, including online application instructions, please refer to section IV.

Executive Summary:

The Bureau of International Labor Affairs (ILAB), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$9 million total costs for up to three cooperative agreements of up to \$3 million total costs each, to fund technical assistance projects in Argentina, Costa Rica, and Kenya to improve country capacity to provide workplace-based training programs with a focus on vulnerable and marginalized youth. One cooperative agreement will fund a technical assistance project in Argentina, one cooperative agreement will fund a technical assistance project in Costa Rica, and one cooperative agreement will fund a technical assistance project in Kenya. In each country, the objective of the project is to improve the capacity of government, employers, workers' organizations, and civil society to establish and expand workplace-based training programs with a focus on vulnerable and marginalized youth, in particular adolescents at or above the legal working age who are engaged in or at risk of engaging in the worst forms of child labor. Project outcomes include: 1) laws or policies supporting quality workplace-based training opportunities for youth, including vulnerable and marginalized youth, are improved and/or implemented by key stakeholders; 2) employers, workers' organizations, and other stakeholders implement best practices related to workplace-based training for youth, including vulnerable and marginalized youth; and 3) the quality of existing public and private programs that provide vulnerable and marginalized youth with prerequisite skills to enter workplace-based training programs is improved.

The duration of each project will be a maximum of 4 years (48 months) from the effective date of the award. Applicants may apply for one or multiple countries. If applying for multiple countries, applicants should not

combine countries in a single application, but must submit separate applications for each country. Each application should request no more than \$3 million total costs in funding. In the event that the same applicant is selected for award in multiple countries, USDOL may elect to negotiate with that applicant to possibly issue one cooperative agreement covering more than one country. Eligible applicants may include any commercial, international, educational, or non-profit organizations, including any faith-based organizations, community-based organizations, or public international organizations (PIOs), capable of successfully fulfilling the objectives identified in the Funding Opportunity Description.

Table of Contents

Addresses:	1
I. Funding Opportunity Description	5
A. Program Purpose	5
B. Program Authority	5
C. Background Information	5
II. Award Information	6
A. Award Type and Amount	6
B. Period of Performance	7
III. Eligibility Information	7
A. Eligible Applicants	7
B. Cost Sharing or Matching	8
C. Other Information	8
1. Application Screening Criteria	8
2. Number of Applications To Be Submitted	9
IV. Application and Submission Information	9
A. How to Obtain an Application Package	9
B. Content and Form of Application Submission	9
1. Technical Proposal	9
2. Cost Proposal	17
3. Submission Date, Times, and Process	22
C. Intergovernmental Review	25
D. Funding Restrictions	25
E. Indirect Costs	25
F. Intellectual Property Rights	25
G. Other Submission Requirements	26
V. Application Review Information	27
A. Criteria	27
B. Review and Selection Process	27
1. Merit Review and Selection Process	27
2. Risk Review Process	28
VI. Award Administration Information	28
A. Award Notices	28
B. Administrative and National Policy Requirements	29
1. General Requirements	29
2. Audits and Attestation Engagements	29
3. Administrative Standards	30
4. Other Legal Requirements	31
5. Other Administrative Standards	32
6. Special Program Requirements	32
C. Reporting	33
1. Quarterly Financial Reports	33
2. Semi-Annual Technical Progress Reports	33
3. Indirect Cost Rates	33
4. Closeout Reports	33
VII. Agency Contacts	34
VIII. Other Information	34
A. Transparency	34
B. OMB Information Collection	35
IX. Appendices	36
APPENDIX A: Acronyms	36

APPENDIX B: Definitions	37
APPENDIX C: International and US Government Grant and/or Contract Experience.....	41
APPENDIX D: Requirements for Application Submission	42
APPENDIX E: ILAB/OCFT Common Indicators.....	43

I. Funding Opportunity Description

A. Program Purpose

ILAB leads DOL's efforts to ensure that workers around the world are treated fairly and are able to share in the benefits of the global economy. ILAB's mission is to advance workers' rights and livelihoods, particularly for the world's most vulnerable workers. ILAB's Office of Child Labor, Forced Labor and Human Trafficking (OCFT) conducts and funds research, develops strategic partnerships, and funds an international technical cooperation program to eliminate the worst forms of child labor, forced labor, and human trafficking.

This FOA solicits applications to implement projects in Argentina, Costa Rica, and Kenya with the objective of improving the capacity of government, employers, workers' organizations, and civil society to establish and expand workplace-based training programs with a focus on vulnerable and marginalized youth, in particular adolescents at or above the legal working age who are engaged in or at risk of engaging in the worst forms of child labor. Project outcomes include: 1) laws or policies supporting quality workplace-based training opportunities for youth, including vulnerable and marginalized youth, are improved and/or implemented by key stakeholders; 2) employers, workers' organizations, and other stakeholders implement best practices related to workplace-based training for youth, including vulnerable and marginalized youth; and 3) the quality of existing public and private programs that provide vulnerable and marginalized youth with prerequisite skills to enter workplace-based training programs is improved.

This announcement is for the award of new cooperative agreements with the specific project objectives and outcomes outlined in this FOA. As such, applicants may not submit applications to renew or supplement an existing project.

B. Program Authority

ILAB is authorized to award and administer grants and cooperative agreements by the Consolidated and Further Continuing Appropriations Act, 2016, Public Law 114-113.

C. Background Information

Hazardous work among young people who are above the minimum age for work but who are not yet 18 is considered a worst form of child labor, as defined by International Labor Organization (ILO) Convention 182. The ILO estimates that 47.5 million adolescents ages 15 to 17 are engaged in hazardous work globally, comprising 40 percent of all employed children in that age group.¹ Young people enter hazardous work for a number of reasons, including the need to support their families, the scarcity of decent work opportunities available to youth, low quality and relevance of formal education, and a lack of market-relevant skills training for youth.² Young people who engage in hazardous work are often from low-income families, live in marginalized areas, lack access to quality education, and/or have dropped out of school in order to work.³ Factors such as gender, race and ethnicity, disability, and even place of residence can affect a young person's ability to find and retain a quality job.⁴

¹ ILO (2015). *World Report on Child Labour 2015*. Available at: http://www.ilo.org/ipec/Informationresources/WCMS_358969/lang-en/index.htm

² See ILO (2015). *World Report on Child Labour 2015* and ILO (2015). *Global Employment Trends for Youth 2015*. Available at: http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_412015.pdf

³ ILO (2015). *World Report on Child Labour 2015*.

⁴ See ILO (2015). *World Report on Child Labour 2015*; ILO (2011). *Equality at work: The continuing challenge*; and ILO (2015). *Global Employment Trends for Youth 2015*. Available at: http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_154779.pdf

Child labor is related to the global problem of youth unemployment. The International Labor Organization estimates 73.3 million young people ages 15 to 24 were unemployed in 2014, accounting for 36 percent of the world's unemployed population.⁵ Evidence shows that youth who begin working before age 15 or leave school prematurely tend to have lower educational attainment and are at greater risk of being unemployed or underemployed later in life.⁶ Young people who are not in employment, education, or training have poorer employment outcomes when they enter the labor market, and are at risk of perpetuating the cycle of poverty and child labor through their own families.⁷ To prevent adolescents from engaging in hazardous work and to promote youth employment, it is imperative to provide young people with viable options that can lead to decent employment.

One proven strategy to promote quality employment among youth is to combine skills training with on-the-job experience through workplace-based training arrangements. These arrangements take many forms that range in quality and duration, from short unpaid internships to what is considered the most comprehensive type of workplace-based training: apprenticeship.⁸ Terminology related to workplace-based training varies by country and there are not universally accepted definitions for different types of workplace-based training. However, the International Labor Organization has outlined key features of an apprenticeship program, some of which include that the program is: 1) based in the workplace supervised by an employer, 2) fundamentally aimed at teaching a trade/imparting a skill, 3) systematic, in that it follows a predefined training plan, and 4) governed by a contract between apprentice and employer.⁹ In the informal economy, informal workplace-based training arrangements mirror many aspects of formal training systems and allow young people to learn job-related skills from an experienced craftsman. However, these arrangements often expose young people to unsafe working conditions, long working hours, and can result in abuses by the employer.¹⁰

Governments, employers, workers' organizations and civil society are increasingly recognizing the importance of workplace-based training and its potential not only to address the gap between worker skills and employer needs, but also to build a more inclusive path to employment for youth engaged in or at risk of engaging in the worst forms of child labor. However, in many countries there are obstacles to implementing good-quality workplace-based training and apprenticeship programs, including legal barriers, lack of knowledge about workplace-based training arrangements, and capacity and resource limitations, among others. Young people from disadvantaged backgrounds also face many challenges in securing training opportunities when they are available, including lack of prerequisite education qualifications, lack of professional skills, and discrimination in the labor market. Several actions can be taken at the national level to promote workplace-based training and, where possible, apprenticeships as tools to provide youth who are at risk of engaging in hazardous work with a pathway to decent work.

II. Award Information

A. Award Type and Amount

Funding will be provided in the form of a cooperative agreement. Approximately \$9 million in total costs is expected to be available to fund up to three awards. Applicants may apply for a ceiling amount of up to \$3

⁵ ILO (2015). *Global Employment Trends for Youth 2015*.

⁶ ILO (2015). *World Report on Child Labour 2015*.

⁷ ILO (2015). *Global Employment Trends for Youth 2015*.

⁸ ILO (2012). *Overview of Apprenticeship Systems and Issues*. Geneva. Available at:

http://www.ilo.org/wcmsp5/groups/public/@ed_emp/@ifp_skills/documents/genericdocument/wcms_190188.pdf

⁹ ILO (2012). *Overview of Apprenticeship Systems and Issues*.

¹⁰ ILO (2012). *Overview of Apprenticeship Systems and Issues*.

million total costs per award. Applicants may apply for one or multiple countries. If applying for multiple countries, applicants must not combine countries in a single application, but must submit separate applications for each country. In the event that the same applicant is selected for award in multiple countries, USDOL may elect to negotiate with that applicant to possibly issue one cooperative agreement covering more than one country.

Awards made under this announcement are subject to the availability of Federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional recipients from applications submitted in response to this announcement.

ILAB's involvement in program activities will focus on elements that are essential to meet program requirements and assure achievement of program objectives. ILAB involvement will include:

- Designating key personnel positions and monitoring key personnel performance;
- Collaborating with the recipient in order to refine the project design, the project performance indicators, and to develop a Comprehensive Monitoring and Evaluation Plan (CMEP);
- Monitoring project implementation through work plans, progress reports, evaluations, attestation engagements, site visits or conference calls with the recipient; and
- Approval of deliverables outlined in the cooperative agreement and Management Procedures and Guidelines (MPG).

B. Period of Performance

The period of performance is a maximum of 4 years (48 months) from the effective date of the award. This performance period includes all necessary implementation and start-up activities.

III. Eligibility Information

A. Eligible Applicants

The following organizations are eligible to apply:

- Nonprofits, including any faith-based organizations, community-based organizations
- Public/State Controlled Institutions of Higher Education
- Private Institutions of Higher Education
- For-Profit Organizations
- Non-US Entities, including public international organization(s) (PIO) (s), as described in 2 CFR 200.46.

Applicants must be capable of successfully fulfilling the objectives and outcomes identified in the Funding Opportunity Description (see section I).

The following types of organizations **are not** eligible to apply nor to participate as subrecipients/contractors:

- Organizations designated by the U.S. Government to be associated with terrorism.
- Organizations designated by the U.S. Government to have been debarred or suspended.
- Organizations planning to charge a fee (profit) associated with a project funded by a DOL award.
- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government. NOTE: If an exception to this eligibility criterion might be appropriate, the application should include a detailed justification for the possible exception. DOL funds are not intended to duplicate existing foreign government efforts or substitute for activities that are the responsibility of

such governments. DOL will make eligibility decisions on a case-by-case basis after receiving the application.

B. Cost Sharing or Matching

Cost sharing or matching are not required for this program. Applications that include any form of cost sharing or matching will not receive additional consideration during the review process. Cost sharing or matching is not one of the application screening criteria.

C. Other Information

1. Application Screening Criteria

Use the following checklist as a guide when preparing the application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. It is recommended to use this checklist to ensure that the application contains all required items. If the application does not meet all of the screening criteria, the application will not move forward to the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.B.3	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (We will attempt to open documents, but will not troubleshoot any problems related to opening files.)	Section IV.B.3	
Application does not exceed the ceiling amount of \$3 million total costs	Section II.A	
Applicant did not combine countries in a single application	Section II.A	
Applicant has registered with SAM and maintains an active account	Section IV.B.2.a	
Completed and signed SF-424, Application for Federal Assistance	Section IV.B.2.b	
SF-424A, Budget Information Form	Section IV.B.2.c	
Technical Proposal	Section IV.B.1	
Attachments to Technical Proposal <ul style="list-style-type: none"> • Work Plan • International and US Government Grant and/or Contract Experience • Evidence of Government Support and Country Presence • Project Management Organizational Chart 	Section IV.B.1.e	

<ul style="list-style-type: none"> • Key Personnel Signed Commitment Letters (2) • 1 Page Resume for Key Personnel (2) • 1 Page Resume for Other Required Professional Personnel (1) • Audit Documentation 		
Outputs based budget and budget narrative	Section IV.B.2.d	

2. Number of Applications To Be Submitted

Applicants may submit one application per country, for a maximum of three applications per applicant. Multiple applications from an organization for a single country are not allowed. If multiple applications for a single country are received, the most recent application submitted by the deadline will be accepted. If the most recent application is disqualified for any reason, we will not replace it with an earlier application. Applicant entities are not precluded from participating as partners on another entity's application.

IV. Application and Submission Information

A. How to Obtain an Application Package

This FOA, found at www.Grants.gov, contains all of the information needed to apply for funding. Applicants should note that it includes hyperlinks to external forms and resources. Applicants are required to comply with all parts of the FOA, including those parts found at the hyperlinks.

B. Content and Form of Application Submission

Applications submitted in response to this FOA must consist of two separate and distinct parts: (1) a Technical Proposal, including attachments; and (2) a Cost Proposal, including the SF-424 "Application for Federal Assistance" and related forms identified as follows. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts of the application. If the funding amount is not consistent, the amount requested on the SF-424 will be considered for the purpose of the award.

1. Technical Proposal

Applicants should use their technical expertise to propose how to meet the requirements of the FOA and may provide justification for their choices as they see fit within the requirements of the FOA.

All pages of the application must be numbered. All required documents (including attachments) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this announcement will not be considered during the merit review process.

Technical Proposals must be no more than 50 single-sided, double-spaced pages (8.5 x 11 inch with 1-inch margins). If any page limits required by this FOA for any part of the application are exceeded, the content that exceeds the page limit will not be considered during the merit review process. Font style must be Times New Roman and font size must be no less than 12-point. The Cover Page, Acronyms List, Table of Contents, and required attachments to the Technical Proposal do not count toward the

page limit and do not have any spacing restrictions. Different fonts and font sizes may be used for tables, text boxes, and graphics. However, it is the applicant's responsibility to ensure that they are legible and meet electronic submission requirements. Documents which cannot be read or accessed by the Department will not be considered during the merit review process. Please see section IV.B.3 for the file format requirements for electronic submissions.

The following instructions provide all of the information needed to complete the Technical Proposal. Applicants should carefully read and consider each section, and include all required information. The Technical Proposal will be evaluated using the evaluation criteria identified in section V.A. Applicants must use the same section headers identified in this FOA for each section of the Technical Proposal:

a. Abstract (Executive Summary)

Submit as an attachment an abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The description of the proposed project must include the applicant's name, project title, a description of the geographic area to be served (if applicable), number of participants to be served (if applicable), and the funding level requested. The Abstract is limited to two double-spaced single sided 8.5 x 11 inch pages with 12 point text font, Times New Roman font style, and 1 inch margins. When submitting in grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

b. Table of Contents

The table of contents must list all required documents and include their corresponding page numbers.

c. Project Narrative

The Project Narrative must describe in detail the applicant's response to the FOA. At minimum, the Project Narrative must contain the following sections:

1) Statement of Need

Applicants should describe the need for assistance, including the nature and scope of the problems, and the consequences of not addressing the need. Include relevant cultural, economic, social, labor and legal factors contributing to the problem. This information should be supported by relevant empirical data, including citations. Applicants must identify significant gaps in laws, policies, programs and coordination efforts that contribute to the identified problem and that need to be filled by the project.

2) Project Design

The project-level objective in each country is to improve the capacity of government, employers, workers' organizations, and civil society to establish and expand workplace-based training programs with a focus on vulnerable and marginalized youth, in particular adolescents at or above the legal working age who are engaged in or at risk of engaging in the worst forms of child labor (see Appendix B for definitions of "youth" and "vulnerable and marginalized youth"). In support of achieving the objective, the project should achieve the following outcomes:

Long-term Outcome 1: Laws or policies supporting quality workplace-based training opportunities for youth, including vulnerable and marginalized youth, are improved and/or implemented by key stakeholders.

If applicable to the country context, applicants should identify strategies to address important gaps or barriers in the legal framework or public policies that may prevent young people from accessing quality workplace-based training opportunities. For the purposes of this FOA, quality workplace-based training opportunities are those that allow youth to gain relevant job skills in a workplace environment that respects worker's rights, and, in the case of children, does not interfere with the youth's ability to complete their basic or secondary education. Applicants should particularly take into account any special legal or policy considerations for children at or above the legal working age but below the age of 18. Applicants may also address legal or policy considerations for young workers above the age of 18. While apprenticeship systems are often viewed as the highest quality workplace-based training programs, they exist in different forms in the three target countries. For example, the countries differ regarding the length and quality of available apprenticeship programs, the types of contracts available to apprentices, the age at which a youth can become an apprentice, as well as other legal requirements. Applicants should demonstrate an understanding of the local context and adjust project strategies accordingly. If improvements to laws or policies are needed, applicants should propose a strategy to generate consensus and support among key stakeholders to effect legal and policy change.

Long-term Outcome 2: Employers, workers' organizations, and other stakeholders implement best practices related to workplace-based training for youth, including vulnerable and marginalized youth.

- *Medium-term Outcome 2.1:* Attitudes about workplace-based training for youth, including vulnerable and marginalized youth are improved.
- *Medium-term Outcome 2.2:* Knowledge about best practices related to workplace-based training for youth, including vulnerable and marginalized youth, is enhanced.

Applicants must propose strategies to make key stakeholders more aware of 1) the benefits of workplace-based training, 2) the barriers that vulnerable and marginalized youth face in accessing quality workplace-based training, and 3) current internationally-recognized and/or locally-recognized best practices related to implementing successful workplace-based training programs that are accessible to vulnerable and marginalized youth. When designing this component, Applicants should consider what type of employers, organizations, and sectors are more likely to hire vulnerable and marginalized youth, such as small-scale or semi-formal employers, and promote the participation of these groups in established national networks related to workplace-based training, such as the Global Apprenticeships Network (GAN) described below.

Applicants must state in their proposal their willingness to collaborate with the GAN national network in each country. GAN is a coalition of companies, employers' federations, associations, and international organizations creating national-level networks to promote workplace-based training opportunities for youth.¹¹ In Argentina, the Applicant must collaborate with the existing GAN national network. In Costa Rica and Kenya, the Applicant must collaborate with GAN in the event that a national network is created during the life of the project.

¹¹ For more information on the GAN, access their website at: www.gan-global.org.

Long-term Outcome 3: The quality of existing public and private programs that provide vulnerable and marginalized youth with prerequisite skills to enter workplace-based training programs is improved.

- *Medium-term Outcome 3.1:* Coordination between service providers reaching vulnerable and marginalized youth and workplace-based training programs is strengthened.
- *Medium-term Outcome 3.2:* Relevance of skills training programs available to vulnerable and marginalized youth is improved.

Applicants must propose strategies to improve the quality of existing programs that provide vulnerable and marginalized youth, in particular youth under the age of 18, with “pre-apprenticeship” skills, defined as any prerequisite skills and education that youth must have in order to enter and succeed in quality workplace-based training programs. Applicants should describe the most important skills and qualifications needed in each country to participate in quality workplace-based training programs, as well as existing programs providing vulnerable and marginalized youth with training related to these skills and qualifications. Applicants should propose ways to improve such programs, for example by increasing their relevance to market needs or by increasing collaboration between training providers and workplace-based training programs. Applicants may propose specific collaborative efforts with existing programs or include in their proposal evidence of commitments secured from such existing programs to work with the project to improve the relevance of skills training offered to vulnerable and marginalized youth.

Applicants must propose a strategy to achieve the project-level objective and expected outcomes stated above for the project’s target population. Applicants are not required to include every long-term and medium-term outcome in the project design if it is not feasible or desirable to do so due to country context or resource constraints. However, applicants must provide a rationale for the exclusion of any long-term or medium-term outcome listed above. Applicants must demonstrate how their proposed strategies will fill identified gaps and achieve the identified objective and expected outcomes. Applicants may suggest additional outcomes and a rationale for how they contribute to the achievement of the project’s overall objective.

Applicants must describe all major areas of project intervention. In describing project interventions, applicants are expected to describe specific outputs and activities, including how such activities will lead to the project’s expected objective and outcomes. Applicants should identify any potential barriers and describe how the project will be able to overcome those barriers.

DOL has informed host government officials of the proposed award. Applicants must consult with the Government of Argentina, Costa Rica, and/or Kenya to ensure that their proposed strategies are relevant to the country’s needs and supportive of the Government of Argentina, Costa Rica, and/or Kenya’s efforts to promote workplace-based training opportunities for vulnerable and marginalized youth. Applicants should discuss proposed interventions and activities with host government officials and work with government stakeholders at the national and/or local level, including relevant ministries or government bodies, during the preparation of their applications. The Project Design should demonstrate evidence of this consultation. In addition, applicants must provide required supporting documentation as discussed in section IV.B.1.d.2 “Country Presence and Host Government Support.”

3) CMEP Agreement and M&E Capacity Statement

The Comprehensive Monitoring and Evaluation Plan (CMEP) is a tool to integrate and guide the project's monitoring, evaluating, and reporting on project progress toward achieving intended results and outcomes. It is also intended to serve as a management tool and facilitate managing for results. Applicants must confirm in their proposal their commitment to collaborate with DOL-funded External M&E Experts and DOL in developing the project's CMEP. Applicants must also describe their commitment to M&E and their capacity and approach to deliver the M&E requirements described in this FOA. These requirements include pre- and post-situational analyses, the CMEP, collaboration on externally conducted midterm and final evaluations, and performance reporting. Applicants may use their own staff, a partner organization, or a contractor to carry out these activities (or components of these activities). Applicants must describe in the capacity statement how they will carry out these activities and ensure high quality data and deliverables. Applicants also should briefly address how they will safeguard all project data.

4) Work Plan

The Work Plan must identify major project activities, including M&E activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities for the entire life of the project. The Work Plan must be included as an attachment and correspond to activities identified in the Project Design. Applicants may choose an appropriate format for their Work Plan.

d. Organizational Capacity

This section must describe the qualifications of the proposed applicant and/or any proposed subrecipient to implement the project.

1) International and US Government Grant and/or Contract Experience

Applicants must describe any experience they have with implementing projects relevant to this FOA and provide references for past performance. Project descriptions and references must be included for the applicant and proposed subrecipients providing services related to project interventions (see Project Design section IV.B.1.c.2)), and applicants should prioritize information for the primary applicant and their primary subrecipients. Projects included must have been active within seven years of the issuance date of the FOA and no more than a total of six (6) projects for the primary applicant and proposed subrecipients combined should be provided in the description. Project descriptions should be included in this section of the technical proposal. References should be included in the International and US Government Grant and/or Contract Experience attachment (see Appendices for a sample format).

2) Country Presence and Host Government Support

Applicants must describe their organization's (and/or subrecipients') existing presence and ability to start up project activities in the target area(s) upon receiving an award (see section IV.B.1.d.3 for more information on partners). Applicants should also discuss their ability to work directly with relevant government agencies and local and community based organizations, and their past experience working with these stakeholders. Applicants must submit supporting documentation to demonstrate country presence and support of the host government (including the Ministry of Labor and any ministries from which the host government requires approval to implement activities related to this announcement).

Applicants must also collaborate with the relevant government agencies in each country, including at a minimum: in Argentina, the Ministry of Labor, Employment, and Social Security and the Ministry of Education; in Costa Rica, the Ministry of Labor and Social Security and the Ministry of Public Education; in Kenya, the Ministry of Labor, Social Security, and Services, the Ministry of Education, Science and Technology, and the Ministry of Public Service, Youth and Gender Affairs.

Any documents that demonstrate country presence and corroborate host government support must be included as an attachment to the Technical Proposal. Documentation may include official registration of the applicant organization in the host country, a current Memorandum of Understanding between the applicant and the host government, and letters of support for the proposed project from the national, regional and/or local governments.

3) Partners

Applicants must describe their approach for working with organizations in the target country to implement project activities to advance the objectives of the project. Applicants may demonstrate this approach in their proposal by describing established partnerships, including with local organizations that have capacity and experience working on issues related to the objectives of the project. Applicants that propose such project implementation partners must include a brief description of such partners, including a description of the project partners' role in implementing the proposed project and how this approach will strengthen the overall proposal.

Applicants without such established partnerships must propose an approach that they will pursue for working with other organizations to implement project activities, which could include formal partnerships or informal collaborations, to advance the objectives of the project. Applicants must describe how this approach will strengthen the overall proposal.

4) Management Plan

Applicants must discuss their project's management plan, including a narrative description of the structure of the project's management team, key personnel roles and responsibilities, and the lines of authority between key personnel and other project staff responsible for providing services related to project intervention. If other professional personnel are proposed, their role should be explained in the management plan. If any of the project's personnel would be employed by a subrecipient, the applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants must also include as an attachment a project management organization chart that provides a visual depiction of the project's management structure and lines of authority among organizations, all key personnel, other professional personnel, and other project staff being proposed. Applicants may choose an appropriate format for their project management organization chart.

5) Personnel

Key Personnel

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. ILAB retains the authority to approve all key personnel changes throughout the life of the award. Key personnel must:

- allocate 100 percent of their time to the project.
- be available to staff the project within 45 days of award should the applicant be selected for award.

Applicants must propose candidates with qualifications to successfully implement the proposed strategy. Applicants must address candidates' level of competence, past experience relevant to this announcement and qualifications to execute the project strategies proposed by the applicant. ILAB encourages applicants to hire national/local staff for key personnel positions.

Recipients assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of DOL policies, procedures, and requirements and that all documents submitted to DOL are in fluent English.

ILAB has designated the following position(s) as key personnel. Requirements for each individual position follow:

Project Director

- Minimum of five years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports), preferably in the country where the project is being implemented.
- Ability to maintain working relationships with all project stakeholders, including public, private, and civil society partners (including trade unions) and effectively build partnerships between them.
- Experience in a leadership role in implementing projects relevant to this solicitation, including projects related to implementing workplace-based training and vulnerable and marginalized youth.
- Fluency in English and the relevant national language where the project is being implemented.
- Must be employed by the Awardee (not subrecipients).

Workplace-based Training Specialist

- Minimum of three years of experience in a leadership position responsible for developing, managing, and/or implementing workplace-based training opportunities, preferably for youth.
- Experience in working with government stakeholders to improve laws and policies related to workplace-based training in the target country or the region.
- Experience in developing tools and mechanisms to promote the creation of workplace-based training programs among small and large employers as well as workers' organizations, including trade unions.
- Experience in building government capacity to provide skills training to vulnerable and marginalized youth.
- Fluency in the relevant national language where the project is being implemented.

Applicants must include as an attachment a signed letter of commitment from each proposed key personnel (as identified in this FOA) indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of award.

Applicants must also submit as an attachment a one-page resume or *curriculum vitae* (CV) for each individual being proposed for each position designated as key personnel in this FOA. Applicants may submit resumes for other professional personnel being proposed in the application. Each resume must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as employer name, position title, clearly defined duties, and dates of employment;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- English and other relevant language skills, if required (includes speaking, listening, reading, writing).

Other Professional Personnel

The positions listed below are required additional professional project personnel (but are not considered key personnel). Applicants must identify these other professional personnel and submit resumes to DOL.

Monitoring and Evaluation Specialist (Part-time)

Applicants must specify the percentage of time the M&E Specialist will allocate to the project and justify the proposed percentage. In the event that an applicant is selected for multiple countries, USDOL may elect to negotiate the inclusion of a full-time M&E Specialist to cover more than one country, if the applicant has not already proposed one or more full-time M&E specialists.

- Minimum of three years of professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Bachelors or Master's degree in statistics, public policy, international development, economics, or related field. Master's degree or Bachelor plus an advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Knowledge of monitoring and evaluation approaches for youth employment and capacity-building projects.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, and developing M&E and performance monitoring plans.
- Experience developing and refining data collection tools.
- Ability to facilitate and serve as project liaison for externally-managed evaluations.
- Fluency in English and the relevant national language where the project is being implemented.

Applicants may propose other professional personnel (other than key personnel and other professional personnel required above) in their application. Applicants should hire national/local staff knowledgeable in the areas of intervention who will be responsible for implementing project activities. Applicants may submit resumes to DOL for other professional personnel. There is no required time allocation for other professional personnel (except for required additional professional project personnel listed above).

6) Audit Documentation

Applicants must include as an attachment a copy of the opinion letter(s) and a summary of audit findings for their organization and all proposed subrecipients. The applicant must include a cover sheet for its audit attachments. The following audit attachments must be provided, in English, for all applicants and proposed subrecipients:

- Summary of audit findings of most recent audit;
- Opinion letter of most recent audit;
- Demonstration of compliance with audit submission timeframes, if applicable;
- Summary of corrective actions, if applicable (including for organizations subject to the Single Audit Act); and
- Upon request, applicants will be required to submit full audit reports and/or official translations of audit reports.

If this is not applicable and/or if a proposed applicant and/or subrecipient has not had an audit, the applicant must include a letter in the Audit Documentation attachment explaining why.

e. Attachments

The following documents must be included with the application package. Those attachments listed here will be excluded from the technical proposal page limit.

- Abstract
- Work Plan
- International and US Government Grant and/or Contract Experience
- Evidence of Government Support and Country Presence
- Project Management Organizational Chart
- Key Personnel Signed Commitment Letters
- 1 Page Resume for Key Personnel
- 1 Page Resume for Other Required Professional Personnel
- Audit Documentation

2. Cost Proposal

Applicants must prepare a cost proposal as part of the application. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the Project Narrative of the applicant's technical proposal.

As part of the process of developing a cost proposal, the applicant must have a Data Universal Numbering System (DUNS) number and be registered in System for Award Management (SAM). In addition, the cost proposal must contain the following:

- SF-424 Application for Federal Assistance;
- SF-424A Budget Information;
- Detailed outputs-based budget and an accompanying budget narrative; and
- Indirect cost supporting documentation.

If an applicant proposes cost sharing, cost sharing information must be included as part of the cost proposal. Cost sharing is not required for this program. Applications that include any form of cost sharing will not receive additional consideration during the review process. Any approved cost sharing will be subject to the same compliance and reporting requirements as any awarded federal funds.

a. DUNS and SAM Registration

All applicants for Federal funding opportunities are required to have a DUNS number and must supply their DUNS number on the SF-424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. Entities without a DUNS number can get one for free through the Dun & Bradstreet (D&B) website: <http://fedgov.dnb.com/webform/displayHomePage.do>. As authorized under 2 CFR 25, recipients authorized to make subawards must be aware of the following requirements related to DUNS numbers:

- Recipients must notify potential subrecipients that no entity may receive a subaward unless the entity has provided its DUNS number and that DUNS is actively registered in SAM.gov.
- Recipients may not make a subaward to an entity unless the entity has provided its DUNS number and is actively registered in SAM.gov.

Applicants must register with SAM before submitting an application. Instructions for registering with SAM can be found at www.sam.gov. A recipient must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or from the date of subsequent updates to ensure it is current, accurate, and complete. For clarification, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a Federal award, the Grant Officer may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

b. SF-424 Application for Federal Assistance

Applicants must complete the SF-424, Application for Federal Assistance (available at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf). The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into an award agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>). The SF-424B is not required to be submitted with the application.

c. SF-424A Budget Information (Non Construction Programs)

Applicants must complete the SF-424A Budget Information Form (available at <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>).

d. Outputs-Based Budget and Accompanying Budget Narrative

The Cost Proposal must include a summary outputs-based budget, along with specific outputs-based budgets for the applicant and each proposed subrecipient. The outputs-based budget must correspond to the SF-424 and SF-424A. Where category titles differ between the two, the information included should reflect a consistent proposed use of funds. The outputs-based budget (including DOL funds

and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. Allowable costs include those specifically defined in 2 CFR Part 200. If selected for funding, the budget will become part of the award, and any costs omitted by the applicant may not be allowed after award. Applicants may not rely on other contracts, grants, or awards to implement the applicant's proposed strategy. The budget submitted with the application must include all necessary funds to implement the proposed project strategy. ILAB will not provide any additional funding to cover unanticipated costs.

The detailed outputs-based budget must present costs in a manner that is linked to outcomes, outputs, and activities reflected in the Project Design and Work Plan and demonstrate cost-effective allocation of project funds. In addition, it must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the largest proportion of project resources to project activities rather than to direct and indirect administrative costs. The Grant Officer reserves the right to negotiate project and administrative cost levels. For a sample outputs-based budget, please see <http://www.dol.gov/ilab/grants/SGAguidelines.htm>. Applicants may format budgets as they see fit within the requirement for the outputs-based budget described in this FOA.

The cost proposal must also include a budget narrative that corresponds to the outputs-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the applicant's costs included in the outputs-based budget. The budget narrative should be detailed enough so ILAB can understand how each cost is calculated and how each cost directly relates to the proposed project activity.

As part of the budget narrative, applicants must include a description of their organization's financial systems to demonstrate the organization's ability to effectively manage the requested funds and adhere to relevant requirements.

Applicants must use the following guidance in preparing their outputs-based budget:

1) Personnel

List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the award, and the total personnel cost for the period of performance.

The total salaries charged to Federal awards are subject to the Standards for Documentation of Personnel Expenses as described in 2 CFR 200.430 Compensation—personal services.

2) Fringe Benefits

If applicable, provide a breakdown of the amounts and percentages that compose fringe benefit costs such as health insurance, retirement, etc.

3) Travel

Applicants must allocate sufficient funds to finance appropriate in-country and international travel. (Please note that all travel costs paid for with Federal funding must comply with the Fly America Act, see section VI.B.3.j.) At a minimum, applicants must allocate funds for:

- Travel by the Project Director and/or another key personnel staff member to Washington, D.C. to attend a post-award meeting (New Recipient Orientation); and

- Travel by the Project Director and/or other key personnel based in the field to meet annually with ILAB officials in Washington, D.C. or another site determined by ILAB.

4) Project M&E

Applicants must allocate funds to cover the costs associated with project M&E activities. Projects must set aside at least 8 percent of the project budget's total direct costs to cover the costs associated with project M&E activities (separate from any personnel costs related to such activities). This amount must be included as its own line item/ category within the outputs-based budget. Allocations associated with M&E must include, at a minimum:

- Regular collection and processing of monitoring data, including any necessary staff travel to conduct monitoring. Data collection and monitoring costs also should account for logistics and the frequency of monitoring over the life of the project.
- The development of monitoring guidelines (in multiple languages, as appropriate) for all project partners.
- Data collection for project monitoring indicators developed as part of the CMEP process.
- The development and implementation of a system and process for validating monitoring information.
- Support to the CMEP process including project staff in-country travel to two CMEP workshops, costs of hosting workshops (meeting rooms, etc.), training partners, and any other logistical/administrative costs.
- Meeting reporting requirements as discussed in the FOA.
- At least \$70,000 total direct costs to support the external interim and final implementation evaluations. Resources permitting, ILAB will directly contract the external evaluators to design and implement the evaluations. However, the project will be responsible for certain support costs for each evaluation such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, interpretation for the external evaluator, hosting an evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholders' participation in the meeting.
- Conducting pre- and post-situational analyses.

Note:

Costs associated with M&E personnel must be included under the personnel line item and not be included in this budget section. M&E Personnel costs should not be included as part of the 8 percent M&E allocation; M&E personnel costs should be treated as an additional cost.

Costs associated with any additional research or special studies, as may be required by the FOA or proposed by the project, should not be included in this M&E budget, and must be budgeted for separately.

This budget guidance establishes a minimum amount of funds that must be set aside for M&E activities; the applicant may propose additional funds as needed, based on cost estimates for required activities.

5) Audits

Include costs for meeting the audit requirements (as described in 2 CFR 200 Subpart F Audit Requirements) as direct or indirect costs, whichever is appropriate, in accordance with allowable cost allocation procedures.

Attestation engagements are conducted at DOL's expense to supplement the coverage provided by audits. There should be no costs included in the budget for attestation engagements.

6) Allowance for Unforeseen Costs

Applicants must include five percent of the project's total direct costs to address unforeseen circumstances beyond the recipient's control that affect specific budget lines related to:

- Inflation affecting specific project costs;
- United Nations System or foreign government-mandated salary scale or benefits revisions; and
- Exchange rate fluctuations.

DOL also recognizes that other unforeseen circumstances may arise and result in a need for exceptions to these uses of Allowance for Unforeseen Costs funds and a need for budget modifications or time extensions. These include (1) changes in a country's security environment; (2) natural disasters; (3) civil or political unrest/upheavals or government transitions; or (4) delays related to loss of or damage to project property. Use of these funds must be approved by the Grant Officer. The MPG gives guidelines for requesting approval of a budget modification to re-allocate funds under the Allowance for Unforeseen Costs budget line, as well as guidance on the timeline by which such re-allocations should be completed.

7) Value Added Tax (VAT)

Foreign VAT taxes charged for the purchase of goods or services that a non-Federal entity is legally required to pay in country are an allowable expense under Federal awards. The recipients and subrecipients shall make every effort to apply for and receive VAT exemption in the country or countries in which the project operates (2 CFR 200.470(c)).

The recipient will report on the progress of its application for VAT exemption in its Technical Progress Reports. See the MPG for further guidance on VAT exemptions.

8) Housing

If included in the budget, provide in the budget narrative a justification for any proposed housing costs, housing allowances, and/or personal living expenses. In accordance with federal cost principles, personnel housing and personal living expenses are only allowable as direct costs in the project budget. DOL funds may only be used to pay for the housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from DOL. Applicants must provide a brief explanation as to why such costs are considered necessary for the performance of the project, consistent with the organization's established policies, and reasonable for the country where the staff person will reside.

9) Indirect Costs

Applicants may request indirect costs according to Federal regulations. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges must be based on allowable (i.e. necessary, reasonable, conforming, consistent and documented) costs based on the applicable cost principles.

e. Indirect Cost Supporting Documentation

The following supporting documentation is required:

- For organizations with a negotiated indirect cost rate agreement (NICRA) approved by the Federally Cognizant Agency (FCA): Please provide a copy of the most recent NICRA in the proposal.
- For organizations with no budgeted/claimed indirect costs: Please certify that all requested costs are directly allocable to the proposed project and not supported from any other source.
- For organizations that have never received a negotiated indirect cost rate, with exceptions noted in 2 CFR 200.414(f), and wish to request a de minimis indirect cost rate of 10 percent of modified total direct costs (MTDC): Please provide a description of how the rate will be implemented and confirm compliance with relevant cost principles. If approved, the de minimis rate must be used consistently for all Federal awards and may be used indefinitely or until the organization negotiates a rate.

3. Submission Date, Times, and Process

a. Submission Date and Times

The closing date for receipt of applications under this announcement is July 18, 2016. Applications must be submitted either electronically on <http://www.grants.gov> or in hard copy by mail or in hard copy by hand delivery (including overnight delivery). Hard copy applications must be received at the address stated in the next section no later than 4:00:00 p.m. Eastern Time on the closing date. Applications submitted on grants.gov must also be successfully submitted (as described in a later section) no later than 4:00:00 p.m. Eastern Time on the closing date. DOL cautions applicants that they should submit applications before the deadline to ensure that the risk of late receipt of the application is minimized. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

b. Hard Copy Submissions

Applicants submitting applications in hard copy by mail or overnight delivery must submit an original signed application (including the SF-424) and one (1) “copy-ready” version free of bindings, staples or protruding tabs to facilitate the reproduction of the application by DOL. Applicants submitting applications in hard copy are also required to include with the hard copy submission, in the same package, an identical electronic copy of the application [i.e. on compact disc (CD) or USB drive]. If discrepancies between the hard copy submission and electronic copy are identified, DOL reserves the right to consider the application on the electronic copy to be the official applicant submission for evaluation purposes. Failure to provide identical applications in hard copy and electronic format, in the same package, may have an impact on the overall evaluation.

If an application is submitted by both hard copy and through <http://www.grants.gov>, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through <http://www.grants.gov>.

No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to:

U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Elizabeth Whittington, Grant Officer
Reference FOA-ILAB-16-04
200 Constitution Avenue, NW, Room N-4673
Washington, DC 20210.

Mail delivery in the Washington DC area may be delayed due to mail decontamination procedures.

Hand-delivered applications will be received at the address stated previously. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. “Postmarked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed in a timely manner and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

c. Electronic Submissions

Register

Applicants are strongly encouraged to immediately initiate and complete the registration steps at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Applicants should read through the registration process carefully before registering. These steps may take four weeks or more to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help applicants walk through the process. Applicants are strongly encouraged to download the “Organization Registration Checklist” at

<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html> and prepare the information requested before beginning the registration process.

Create a User Profile

The next step is to create a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know their organization's DUNS number. (As described earlier in section IV.B.2.a, applicants must have a DUNS number and be registered with SAM before submitting an application.) To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>

AOR Authorization

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) – a representative from your organization who is the contact listed for SAM – will receive an email prompting them to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then need to log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>, or to track AOR status visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When an application is submitted through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the organization as the AOR; this step is often missed and it is crucial for valid submissions.

Email Notifications for Receipt and Validation

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Grants.gov will reject applications if the applicant's registration in SAM is expired.

Only applications that have been successfully submitted by the deadline and later successfully validated will be considered. It is the applicant's sole responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

File Formats

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or

other issues will prevent DOL from considering the application. DOL will attempt to open the document, but will not take any additional measures in the event of problems with opening submitted files.

Save all files with descriptive file names that mirror the required application components described in this FOA, including naming the attachments with their corresponding number. File names should be 50 characters or less. Be sure to only use standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &, -, *, %, /, #), periods (.), blank spaces or accent marks, and must be unique (i.e., no other attachment may have the same file name). An underscore (example: my_Attached_File.pdf) may be used to separate a file name.

Applications must be submitted in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Resources

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the “Applicant Resources” page at <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, subscribe to “Grants.gov Updates” at <http://www.grants.gov/web/grants/manage-subscriptions.html>.

If there is a problem with Grants.gov and an answer is not available in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@grants.gov. The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays.

C. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

D. Funding Restrictions

All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900. Disallowed costs are those charges to an award that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the award. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

E. Indirect Costs

Applicants may request eligible indirect costs according to 2 CFR Part 200 and as explained in section IV.B.2.d Outputs-Based Budget and Accompanying Budget Narrative and section IV.B.2.e Indirect Cost Supporting Documentation.

F. Intellectual Property Rights

Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, recipients will be required to license to the public all work created with the support of the award under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with award funds and modifications made to pre-existing, recipient-owned content using award funds.

This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. Notice of the license shall be affixed to the work. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0> . Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Only work that is developed by the recipient in whole or in part with award funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the recipient from third parties, including modifications of such materials, remain subject to the intellectual property rights the recipient receives under the terms of the particular license or purchase. In addition, works created by the recipient without award funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with award funds result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the recipient is expected to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility requirements of the Federal Rehabilitation Act.

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the award, including a subaward or contract; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The recipient may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where DOL has a license or rights of free use in such work. If revenues are generated through selling products developed with award funds, including intellectual property, DOL treats such revenues as program income. Such program income is added to the award and must be expended for allowable activities.

If applicable, the following needs to be on all products developed in whole or in part with award funds:

“This product was funded by a grant or cooperative agreement from the U.S. Department of Labor’s Bureau of International Labor Affairs. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

G. Other Submission Requirements

Withdrawal of applications: Applications may be withdrawn by written notice to the Grant Officer at any time before an award is made.

V. Application Review Information

A. Criteria

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist applicants in understanding the standards against which an application will be judged. The evaluation criteria are based on the information required in the application as described in section IV.B.1 (Technical Proposal including Attachments) and section IV.B.2 (Cost Proposal). Reviewers will award points based on the evaluation criteria described here:

<u>CRITERION</u>	<u>REFERENCE</u>	<u>POINTS</u>
Statement of Need	IV.B.1.c.1	7
Project Design	IV.B.1.c.2	34
CMEP Agreement and M&E Capacity Statement	IV.B.1.c.3	5
Work Plan	IV.B.1.c.4	5
Organizational Capacity		
International and US Government Grant and/or Contract Experience	IV.B.1.d.1	6
Country Presence and Host Government Support	IV.B.1.d.2	5
Partners	IV.B.1.d.3	6
Management Plan	IV.B.1.d.4	5
Personnel	IV.B.1.d.5	12
Outputs-Based Budget and Accompanying Budget Narrative	IV.B.2.d	15
Total =		100

B. Review and Selection Process

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. Using the point distribution specified above, applications will be evaluated based on how well their technical and cost proposals demonstrate a clear understanding of the needs, gaps, and overall scope of problems, as well as how the application proposes activities that are achievable, and where applicable, innovative, in supporting the objective and intended outcomes in this FOA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels where more than one review panel is used) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors will include the geographic distribution of awards and/or other relevant factors. The Grant Officer may consider any information that comes to his/her attention.

The applicant's signature on the SF-424, including electronic signature via E-Authentication on

<http://www.grants.gov>, constitutes a binding offer by the applicant and constitutes agreement to the terms and conditions. The government may elect to award funds with or without discussions with the applicant.

2. Risk Review Process

Every application will be evaluated to determine the risks posed by the applicant. Prior to making an award, DOL will review information available through any OMB-designated repository of governmentwide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), D&B, and “Do Not Pay.” Additionally, DOL will comply with the requirements of 2 CFR Part 180 [Governmentwide Debarment and Suspension (Nonprocurement)]. This risk evaluation may incorporate results of the evaluation of the applicant’s eligibility (application screening) or the quality of its application (merit review). If DOL determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance;
- (3) History of performance. The applicant’s record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance with applicable reporting requirements, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- (4) Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs;
- (5) The applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

VI. Award Administration Information

A. Award Notices

Both applicants selected for award and those not selected will be contacted by DOL.

Selection of an organization as a recipient does not constitute approval of the application as submitted. Before an award is made, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support award implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. We reserve the right to not fund any application related to this FOA. DOL also reserves the right to withdraw the award if activity does not begin upon award and/or as a remedy for non-compliance as described in 2 CFR 200.338-339.

These projects are intended to promote workplace-based training opportunities for vulnerable and marginalized youth in Argentina, Costa Rica, and Kenya. The FOA states that this work is to be performed in Argentina, Costa Rica, and Kenya; however, if ILAB and the recipient(s) determine that performance in Argentina, Costa Rica, or Kenya has become impossible as a result of withdrawal of host country government support for the project, ILAB and the recipient(s) may confer to determine whether it is desirable and feasible to implement the project in a different country in Africa or Latin America and the Caribbean. This determination will necessitate findings that: 1) based upon available research, the project,

as it is described in this document, is warranted to promote workplace-based training opportunities for vulnerable and marginalized youth in the newly identified country; 2) ILAB and the recipient(s) can obtain support from the new proposed host country government to implement the proposed project; and 3) the recipient has the capacity to implement the project in the proposed country within the legally permissible timeframe for implementation of the project. If ILAB and the recipient are unable to make these findings and mutually agree on a modification to the award(s) to implement performance in another country in Africa or Latin America and the Caribbean, either ILAB or the recipient may seek to have the award suspended or terminated pursuant to the applicable termination clauses.

B. Administrative and National Policy Requirements

1. General Requirements

Recipients and subrecipients under this FOA shall be subject to the terms outlined in this announcement, the award agreement, and the MPG. Recipients are also subject to applicable U.S. Federal laws (including appropriations laws) and regulations, Executive Orders, applicable OMB Circulars, and DOL policies. If, during project implementation, a recipient is found in violation of any of the foregoing, remedies may include modification of the terms of the award; disallowance and recovery of costs; termination of the award; and any other action permitted by law.

For the purposes of this announcement and awards, recipients will be the sole entity with the authority to fulfill the following responsibilities:

- Act as the primary point of contact with DOL to receive and respond to all inquiries, communications and orders under the project;
- Access funds through the Department of Health and Human Services-Payment Management System;
- Submit to DOL all deliverables, including all technical and financial reports related to the project;
- Request a revision or amendment of the terms and conditions of award or the Project Document (see MPG for description of Project Document); and
- Work with DOL to close out the project. Each recipient must comply with all applicable Federal regulations and is individually subject to audit.

2. Audits and Attestation Engagements

Recipients must comply with the audit requirements set forth in Subpart F – Audit Requirements of the Uniform Guidance (2 CFR Part 200) and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Recipients must notify their assigned Grant Officer's Representative of each audit conducted within the timeframe of the DOL-funded project at the time it is submitted to the Federal Audit Clearinghouse.

DOL has contracted with an independent external auditor to conduct project-specific attestation engagements at DOL's expense to supplement the coverage provided by the annual audits that recipients are required to arrange, which are referenced in the preceding paragraph. All recipients, including non-U.S.-based and private for-profit awardees, are subject to attestation engagements during the life of the award. Attestation engagements will be conducted in accordance with U.S. Government Auditing Standards, which include auditors' opinions on (1) compliance with DOL regulations and the requirements of the award and (2) the accuracy and reliability of the recipient's financial and performance reports.

PIOs (e.g., United Nations organizations) agree to project level audits, at DOL's discretion and expense, conducted by the PIO's external auditors on financial reporting, performance data, and compliance with

U.S. Federal laws and DOL regulations to the extent the laws and regulations are deemed applicable by DOL to PIOs.

3. Administrative Standards

- a. The award(s) and subaward(s) made under this FOA will be subject to the following administrative standards:
 - 1) Non-Profit Organizations, Educational Institutions, and State, Local and Indian Tribal Governments
 - 2 CFR Part 200 (Administrative Requirements, Cost Principles, and Audit Requirements)
 - 2) For-profit organizations
 - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
 - 48 CFR Part 31 (Cost Principles)
 - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as implemented in the MPG.
 - 3) Non-U.S. organizations, including foreign organizations and public international organizations
 - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
 - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as implemented in the MPG.
- b. 29 CFR Part 93 New Restrictions on Lobbying
- c. 29 CFR Part 94 Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- d. 29 CFR Part 98 Governmentwide Debarment and Suspension
- e. 29 CFR Part 2, subpart D Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries
- f. 29 CFR Part 31 Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964
- g. 29 CFR Part 32 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- h. 29 CFR Part 35 Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor
- i. 29 CFR Part 36 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
- j. 49 U.S.C. 40118 Fly America Act
- k. General Terms and Conditions of Award

Recipients must adhere to all of the post-award requirements outlined in ILAB's MPG. The MPG provides general management procedures and guidance for recipients of ILAB awards in areas that may not be explicitly detailed in the announcement. See <http://www.dol.gov/ilab/grants/SGAguidelines.htm>

4. Other Legal Requirements:

a. Transparency Act Requirements

Recipients must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

- Except for those excepted from the Transparency Act under the following sub-paragraphs 1, 2, and 3, recipients must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, recipients will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

- (1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- (2) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- (3) Federal awards, if the required reporting would disclose classified information.

b. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, applicants are assuring that all data exchanges conducted through or during the course of performance of this award will be conducted in a manner consistent with applicable Federal law.

c. Record Retention

Recipients must be prepared to follow Federal guidelines on record retention, which require they maintain all records pertaining to award activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

d. Use of Contracts and Subawards

Recipients must abide by the following definitions of contract, contractor, subaward, and subrecipient:

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as defined in 2 CFR 200.22 does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see the following definition of Subaward).

Contractor: Contractor means an entity that receives a contract as defined previously in Contract.

Subaward: Subaward means an award provided by a recipient to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Recipients must follow the requirements of 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, recipients are required to comply with the governmentwide suspension and debarment requirements found in 2 CFR Part 180 and codified by DOL at 29 CFR Part 98.

e. Closeout of Award

Any entity that receives an award under this announcement must close its award with DOL at the end of the period of performance. Indirect costs support for allocated charges to the award are validated at time of Closeout using a Federally approved NICRA or other applicable rate agreement.

5. Other Administrative Standards

Except as specifically provided in this FOA, our acceptance of an application and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any award requirements and/or procedures.

6. Special Program Requirements

a. Evaluation

ILAB may require that the program or project participate in an evaluation of overall performance of ILAB awards and requires the cooperation of the recipient as a condition of award.

b. Performance Goals

Please note that applicants will be held to agreed upon outcomes and failure to meet those outcomes may result in technical assistance or other intervention by ILAB, and may also have a significant impact on decisions about future awards with ILAB.

C. Reporting

Recipients must agree to meet DOL reporting requirements. Recipients must agree to provide the following reports and documents:

1. Quarterly Financial Reports

A Quarterly Federal Financial Report (SF 425, FFR) is required until such time as all funds have been expended or the award period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. On the final FFR, recipients must include any subaward amounts so final indirect costs can be calculated, if applicable. Recipients must use DOL's eGrants online electronic reporting system; information and instructions will be provided as part of the final award.

2. Semi-Annual Technical Progress Reports

Recipients must submit a semi-annual technical progress report within 30 days after the end of the months of March and September each calendar year. The report must include information on award activities, performance goals, and milestones. The last technical progress report will serve as the award's Final Technical Progress Report. This report must provide both semi-annual and cumulative information on the award activities. It must summarize project activities, outcomes and other deliverables, and related results of the project. ILAB will provide formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. ILAB retains the right to require technical progress reports at quarterly intervals.

3. Indirect Cost Rates

For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate): An indirect cost proposal must be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.

For all organizations with NICRAs: Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally approved NICRAs for the life of the award, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

4. Closeout Reports

Within 90 days of completion of the project the recipient must provide the following project closeout reports:

- Final Technical Progress Report
- Final quarterly FFR
- Final cumulative FFR
- Recipient's Release Form
- Government Property Closeout Inventory Certification

Additional information may be required for some closeout procedures. More information is available after award.

VII. Agency Contacts

Applicants who have a specific question about this FOA may contact Mr. Dorjan Chaney, Grants Management Specialist, Office of Grants Management at chaney.dorjan@dol.gov. Applicants should specifically reference FOA-ILAB-16-04, include a contact name, email address and phone number. This announcement is being made available at <http://www.grants.gov>.

VIII. Other Information

A. Transparency

DOL is committed to conducting a transparent award process and publicizing information about program outcomes. Posting applications on public websites is a means of promoting and sharing innovative ideas. For all applications in this competition, DOL will publish the abstracts required by section IV.B.1.a, and selected information from the SF-424 for all applications on the Department's public website or similar publicly accessible location. Additionally, DOL will publish a version of the Technical Proposal required by section IV.B.1. for all successful applications, on the Department's website or a similar location. No other attachments to the application will be published. The Technical Proposals and Abstracts will not be published until after the awards are announced. In addition, information about award progress and results may also be made publicly available.

DOL recognizes that applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain PII. Proprietary or business confidential information is information that is not usually disclosed outside an organization and disclosing this information is likely to cause substantial competitive harm. PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.¹²

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or PII in this summary. In the event that an applicant submits proprietary or confidential business information or PII, DOL is not liable for the posting of this information contained in the Abstract. The submission of the application constitutes a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this application, the applicant agrees to indemnify and hold harmless the United States, the U.S. Department of Labor, its officers, employees, and agents against any liability or for any loss or

¹² OMB Memorandum 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>.

damages arising from this application. By such submission of this application, the applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or PII is properly protected from disclosure when DOL posts the successful Technical Proposals, applicants whose Technical Proposals will be posted will be asked to submit a second redacted version of their Technical Proposal, with any proprietary, confidential commercial/business information, and PII redacted. All non-public information about the applicant's and partner staff (if applicable) should be removed as well.

The Department will contact the applicants whose Technical Proposals will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Technical Proposals.

Submission of a redacted version of the Technical Proposal will constitute permission by the applicant for DOL to make the redacted version publicly available. DOL will also assume that by submitting the redacted version of the Technical Proposal, the applicant has obtained the agreement to the applicant's decision about what material to redact of all persons and entities whose proprietary, confidential business information, or PII is contained in the Technical Proposal. If an applicant fails to provide a redacted version of the Technical Proposal within 45 days of DOL's request, DOL will publish the original Technical Proposal in full, after redacting only PII. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including an applicant's proprietary and confidential business information and any PII.)

Applicants are encouraged to maximize the application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or PII. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, DOL will follow the procedures outlined in the Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in applications will be protected by DOL from public disclosure in accordance with Federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a), as appropriate. If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted in its "redacted copy."

B. OMB Information Collection

The agency has determined this FOA is not subject to Office of Management and Budget approval under the Paperwork Reduction Act, as fewer than ten (10) responses are anticipated. Send comments regarding this determination to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov. Note: Please do not return the completed grant application to this address. Information collected through this FOA will be used by DOL to ensure that Federal funds are provided to the applicants best suited to perform the functions of these awards. Submission of this information is required in order for the applicant to be considered for award.

IX. Appendices

APPENDIX A: Acronyms

CFR	Code of Federal Regulations
CMEP	Comprehensive Monitoring and Evaluation Plan
DOL	U.S. Department of Labor
DUNS	Dun and Bradstreet Universal Numbering System
ETA	Employment and Training Administration
FCA	U.S. Federal Cognizant Agency
FFR	Federal Financial Report
FOA	Funding Opportunity Announcement
FOIA	Freedom of Information Act
GO	Grant Officer
GOR	Grant Officer's Representative
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Non-governmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
PIO	Public International Organization
SAM	System for Award Management
SF	Standard Form
TDA	Trade and Development Act
TPR	Technical Progress Report
TVPRA	Trafficking Victims Protection and Reauthorization Act
USAID	U.S. Agency for International Development
VAT	Value Added Tax

APPENDIX B: Definitions

1. **“Acceptable work,”** while not specifically defined in the ILO Conventions, is work that is performed by children who are of legal working age, in accordance with national legislation and international standards, namely ILO Conventions 182 and 138; non-hazardous; non-exploitative; and does not prevent a child from receiving the full benefit of an education. For example, “acceptable work” would generally include light work that is compatible with national minimum age legislation and education laws.
2. A **“child”** or **“children”** are individuals under the age of 18 years.
3. **“Child labor”** includes those children (minors under age 18) working in the worst forms of child labor as outlined in ILO Convention 182 and children engaged in work that is exploitative and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138. ILO Convention 182 defines the WFCL as:
 - (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
 - (b) the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances;
 - (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; and
 - (d) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Recipients are encouraged to consult Recommendation 190 accompanying ILO Convention 182 for additional guidance on identifying hazardous forms of work. According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- (a) work which exposes children to physical, psychological, or sexual abuse;
- (b) work underground, under water, at dangerous heights or in confined spaces;
- (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children

have received adequate specific instruction or vocational training in the relevant branch of activity.”

4. **“Children at high-risk of entering child labor”** refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in child labor (e.g. siblings of working children). The definition of high-risk should be defined by the project and used in the baseline survey.
5. **“Cooperative agreement”** refers to an award instrument where substantial involvement is anticipated between a Federal awarding agency and a non-Federal recipient entity. during the performance of project activities. The level of monitoring and accountability under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.
6. **Costs**
 - **“Direct costs”** means those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
 - **“Indirect costs”** means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.
7. **“Cost sharing” or “matching”** means the portion of project costs not paid by Federal funds.
8. **“Decent work”** is an initiative led by the ILO that promotes higher productivity and fair income for all workers. It is based on four components: (1) job creation, (2) exercise of labor rights, (3) expansion of social protection programs, and (4) social dialogue.
9. **“Direct beneficiaries”** are children and households that have been provided with educational and livelihood services and leadership training.
10. **“Hazardous work”** The worst forms of child labor referred to in Article 3(d) of Convention 182 are known as **“hazardous work.”** According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:
 - a. work which exposes children to physical, psychological, or sexual abuse;
 - b. work underground, under water, at dangerous heights or in confined spaces;
 - c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
 - d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
 - e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.”

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11. **“In-Kind contributions”** means goods or services committed to the project by the recipient and/or a non-Federal third party. A recipient will be responsible for obtaining such goods or services from the third party and applying them to the work of the award. Failure to do so may result in ILAB’s disallowance of costs in the amount of the committed in-kind contributions.
12. **“Key stakeholders”** can include, but are not limited to: parents, educators, community leaders, national policy makers, and key opinion leaders.
13. **“Monitoring and evaluation”** M&E consists of two basic components —performance monitoring and evaluation— each of which serve distinct purposes. Performance monitoring, the monitoring of changes in performance indicators, reveals whether desired results are occurring and whether implementation is on track. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or to inform decisions about current and future programming.
14. **“Objective”** is defined as the highest-level result that the project intends to achieve.
15. **“Occupational safety and health”** encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and deaths.
16. **“Outcome”** is defined as the higher-level results or effects achieved by project activities, typically in the medium-term or long-term timeframe of the project.
17. **“Output”** is defined as the direct result of a project activity, or the goods or services produced by the implementation of an activity.
18. **“Public International Organization (PIO)”** is defined by the International Organizations Immunities Act, 22 U.S.C. § 288, et seq. PIO also is defined by 2 CFR 200.46 as an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organization Immunities Act (22 U.S.C. 288-288f).
19. **“Social protection programs”** include government interventions that seek to mitigate the impact of economic shocks, promote equity, and reduce poverty by providing social assistance to vulnerable populations. These can include cash transfers, microloans, health insurance, scholarships, savings, vocational training, and temporary jobs. Some DOL-funded projects have worked with governments to include project beneficiaries in social protection programs, provide project services to social protection beneficiaries, or conduct joint initiatives to combat child labor within the social-protection programs’ framework.
20. **“Subrecipient”** means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

21. **“Vulnerable and marginalized youth”** are defined, for the purposes of this FOA, as youth who are at risk of being engaged in the worst forms of child labor, as well as young people below the age of 25 who are at risk of being engaged in hazardous work.
22. **“Youth”** are individuals between the ages of 15 and 24 for the purposes of this announcement.
23. **“Youth development”** is defined as a process which prepares young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, morally, emotionally, physically, and cognitively competent. Positive youth development addresses the broader developmental needs of youth, in contrast to deficit-based models which focus solely on youth problems.
24. **“Youth employment”** seeks to provide employment opportunities for youth of legal working age who currently lack decent work and face underemployment, temporary and involuntary work with few benefits, and limited opportunities for advancement. ILAB projects recognize the value of safe work for youth and their families and may support efforts to (1) promote youth employment opportunities that ensure youth can access educational, developmental, vocational, economic, and social opportunities, and (2) protect working children from hazards in the workplace.
25. **“Youth Leadership and Engagement”** includes the skills and knowledge gained by youth to lead and participate in their communities.
26. **“Working child”** is an individual under 18 years of age who engages in paid or unpaid work, whether in the formal or informal sector, for at least one hour during a given reference period. This work includes the production of goods for one’s own use, but does not include household chores carried out in a child’s own home.

APPENDIX C: International and US Government Grant and/or Contract Experience

Name of Applicant/ Subrecipient/	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in \$)	Country of Implementation and Period of Performance	Brief Summary of Work Performed and Accomplishments

APPENDIX D: Requirements for Application Submission

Requirements	FOA Reference	Applicant	Proposed Subrecipient (providing services related to project interventions)
Technical Proposal	Section IV.B.1	√	
Cost Proposal	Section IV.B.2	√	
International and US Government Grant and/or Contract Experience	Section IV.B.1.d.1 Appendix C	√	√
Documentation of Host Country Presence and Host Government Support	Section IV.B.1.d.2	√	√
Key Personnel Signed Letters of Commitment	Section IV.B.1.d.5	√	√
Other Professional Personnel Resumes, if applicable	Section IV.B.1.d.5	√	√
Audit Documentation	Section IV.B.1.d.6	√	√
SAM Registration	Section IV.B.2.a	√	
SF-424	Section IV.B.2.b	√	
SF-424A	Section IV.B.2.c	√	
Outputs-Based Budget and Accompanying Budget Narrative	Section IV.B.2.d	√	√
Indirect Cost Supporting Documentation	Section IV.B.2.e	√	√

APPENDIX E: ILAB/OCFT Common Indicators

ILAB has developed the following common indicators (to measure service delivery and project-level outcomes), which may be relevant to this project:

Indicators Reported by ILAB under the Government Performance and Results Act:

- Number of direct beneficiary children provided **education** or vocational training services. (ILAB will discuss and agree upon data disaggregation requirements with the project during the CMEP process.)
- Number of households provided **livelihood** services. (ILAB will discuss and agree upon data disaggregation requirements with the project during the CMEP process.)
- Evidence of increased **country capacity** to address child labor and forced labor.

Any of the following achievements, if the project played a substantive role in accomplishing the achievement(s), would be considered evidence of increased country capacity to address child labor and forced labor:

1. The adaptation of the legal framework to meet international labor standards.
2. Formulation and adoption of specific policies, plans, or programs to combat child labor or forced labor.
3. The inclusion of child labor or forced labor concerns in relevant development, education, anti-poverty, and other social policies and programs.
4. Establishment of a child labor monitoring system (CLMS) or forced labor monitoring system.
5. Institutionalization of child labor and forced labor research (including evaluation and data collection).
6. Institutionalization of training on child labor or forced labor issues within government agencies.

Other Common Indicators to Measure Project Outcomes:

- % of livelihood beneficiary households with at least one child engaged in child labor.
- % of livelihood beneficiary households with at least one child engaged in hazardous labor (HCL).
- % of livelihood beneficiary HHs with at least one child engaged in other worst forms of child labor (if applicable).
- % of livelihood beneficiary households with all children of compulsory school age attending school regularly.
- % of beneficiary children engaged in child labor.
- % of beneficiary children engaged in HCL.
- % of beneficiary children engaged in other worst forms of child labor (if applicable).

Signed 05/18/2016, in Washington, D.C. by:

Elizabeth Whittington

Grant Officer, Employment and Training Administration